Criteria for
Evaluating the Self-Assessment
Process and Report

LEA: _____

Date Reviewed: _____

	Item	Comments
1	How closely was the process outlined in the handbook followed?	____ Off-Site Data ____ Data Collection & Analysis ____ Steering Committee ____ Student Record Review ____ Interviews/Focus Groups ____ Self-Assessment Report ____ Executive Summary ____ Corrective Action Plan ____ Program Improvement Plan
2	How well did the Stakeholder Steering Committee represent stakeholders in special education programs?	____ Spec. Ed. Director ____ School Administrator ____ General Ed. Teacher(s) ____ Spec. Ed. Teacher(s) ____ Preschool Teacher(s) ____ Parent(s) ____ Student(s) ____ Related Service Providers ____ Other agency personnel ____ Representativeness of the LEA
3	How active a role did the Stakeholder Steering Committee, or sub-committees, take in the gathering and analysis of data?	____ A description was included ____ A membership list was included

4	Was all of the required data collected?	____ Off-Site Data ____ Interview Data ____ Student Record Review Data ____ Outcome Data ____ SPP Required Data ____ Other Data Sources
5	How completely were the files reviewed on all of the compliance items required?	____ # of Files Reviewed ____ # of Total SWD ____ % of Files Reviewed ____ Type of File Review
6	How representative a sample of special and general education personnel, parents, and students were interviewed or surveyed?	____ # of Spec. Ed. Personnel Interviewed/Surveyed ____ # of General Ed. Personnel Interviewed/Surveyed ____ # of Parents Interviewed/Surveyed ____ # of Students Interviewed/Surveyed
7	How does the Report address findings from: off-site data, LEA profile, state wide assessment data, interviews, student record reviews?	
8	How thoroughly was the data analyzed? Is the data accurate? Are there trends in the data? What might the data mean?	____ Data Analysis ____ Accurate Data ____ Data Trends ____ Data Meaning
9	How well do the Program Improvement Plan goals address the conclusions or implications of the data analysis?	
10	Are there Corrective Action Plans for any areas of non-compliance from file reviews or analysis of other data?	

UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

11	To what extent does the Self-Assessment Report contain all of the information required?	
12	Was reimbursement invoice and letter submitted?	
13	Were all UPIPS Year 1 requirements met?	

SAMPLE